

RECORDS - INCOMPLETE

# REPORT OF OPERATIONS ADMINISTRATIVE SERVICE

**SUBJECT: Monthly Report of Operations for the period ending 31 January 1953**

**In Process**

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25X1

- Records Mgt. Section -  
Mail Control Section -  
Records Center Sec. -

25X1

- |                         |   |            |
|-------------------------|---|------------|
| Records Mgt. Section -  | 1 | Full month |
| Records Center Section- | 2 | Full month |
| Mail Control Section-   | 2 | Full month |

- Records Management Section- 6  
Records Center 1  
Mail Control 1

25X1

6. New applicants interviewed Two. Recruited by Personnel None  
Recruited by this office Two.

Approved For Release 2006/04/13 : CIA-RDP

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B. Administration and Problems: Security Information

Mail Control Section: A proposed revised courier receipt was submitted for consideration. The proposed receipt is similar to the one used by the State Department and, it is believed, offers several advantages over the present form.

OMI Services has forwarded to us 1500 posters depicting the correct manner of addressing intra-agency mail. The posters are being placed in all offices in which mail is being addressed. The supervisor and assistant supervisor of the Mail Control Section are making the distribution and at the same time checking on the service being given and discussing any problems brought to their attention.

Since the addition of the Alcott Hall stop to the Brief case schedule, we have been unable to make eight daily trips. Accordingly, the schedule has been reduced to seven trips daily.

Records Center: The supplemental distribution activity is now operating on a current basis. All routine requests are filled within 8 working hours of receipt. The costly and time consuming practice of referring worn multilith mats to the Printing and Reproduction Division for the preparation of a limited number of copies of "out of stock" information reports was discontinued this month and was made possible by the delivery of the "copy fix" equipment which was ordered last August.

Microfilming was completed on the OCD/GR Source Control cards (IBM) file. There were 16,224 images filmed.

Records Management Section: Mr. Krauskoff, an archivist with the National Archives, has been cleared by this Agency and will serve as a consultant on records matters. Mr. Krauskoff met with our Records Management Staff for indoctrination and discussion of several current records' problems.

The OCD library has notified the Records Center that approximately 350 cubic feet of material being stored for the library, can now be destroyed. This material was microfilmed before being sent to storage. An examination of the material in question revealed that it is records material and therefore, can be destroyed only upon approval by congress. An estimate indicates the cost of microfilming the material could pay for storage in a Records Center for at least 50 years. These findings have been reported to the library with a request that they give consideration to the excessive cost of microfilming records when permanent retention is not required.

A Personnel Director Memorandum was issued in which the scope and administration of the Vital Material for that office is outlined. The memo has attached schedule showing the title of records to be retained and the disposal intervals. This type of memo and schedule is being proposed for issuance by all offices. The schedule will serve as a guide for necessary "follow-ups" when deposits are not made on time.

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A Records Management survey report of the P&SO was completed. Our analysts are assisting in installing and training the P&S office personnel to operate under the recommended systems. The recommendations in this report provide for a record maintenance and disposition program but does not touch on records creation, which concerns the forms, reports and issuances prepared or used by an office.

- C. Project Status Report: Records Management New Project Report attached as Appendix A.
- D. Workload Statistics: Attached as Appendix B.
- E. Work Improvement Program: Monthly status report attached as appendix C.

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SECURITY INFORMATION

MONTHLY REPORT - MAIL CONTROL SECTION

January 1953

	<u>THIS MONTH</u>	<u>TO DATE*</u>
<b>1. Incoming Mail:</b>		
(a) Delivery by Post Office	18,526	139,051
(b) Picked up from Post Office by Courier	2,774	16,610
(c) Picked up from City by courier	5,561	25,898
(d) Letters: Reviewed	4,405	40,305
Recorded	130	3,224
(e) Undeliverable (held in Mail Room)	26	244
<b>2. Outgoing Mail:</b>		
(a) Picked up by Post Office	10,523	81,206
(b) Deposited in Post Office by couriers	7,547	106,949
(c) City deliveries	7,459	40,663
(d) Penalty indicia used		
(1) CIA	1,951	16,359
(2) FBIS	5,370	38,352
(3) SSU	3	22
(e) Postage expended	\$3,163.96	23,280.67
<b>3. Courier Service</b>		
(a) Scheduled Trips	950	6,494½
(b) Special Trips - within agency	157	553
(1) Delivered by foot	113	363
(2) Delivered by vehicle	44	190
(c) Other Agencies	118	609
(d) Trips outside area	5	28
(1) Total time	57 hrs 30 Min.	213 hrs. 25 Min.
<b>4. Files Activity:</b>		
(a) Checking courier receipts	21	259
(1) Total time	7 hrs	45 hrs. 30 min
(b) Request for Administrative Files	10	154
(1) Requests filled	7	105
(2) Requests unfilled	3	39
<b>5. Recruitment:</b>		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		
<b>6. Separations:</b>		
(a) Couriers		
(b) Mail Clerks		
(c) Messengers		

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\* The figures in this column will revert to 0 at the beginning of each fiscal year.

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## Appendix B

## MONTHLY REPORT-DISTRIBUTION

January 1953

	THIS MONTH		TO DATE*
	1952	1953	
1. <u>INTELLIGENCE &amp; INFORMATION REPORTS</u>			
a. Request for Supplemental Distribution	304	373	1925
b. Intelligence Reports:			
Received (Copies 5976)	2115	151	6652
Distributed (Copies 2260)	304	1342	5501
Returned (Copies 879)	207	192	3469
c. Information Reports			
Received (Copies 3921)	—	3921	13486
Distributed (Copies 3883)	772	2983	8944
2. <u>ADMINISTRATIVE ISSUANCES</u>			
a. Request for Supplemental Distribution	—	44	360
b. Regulations			
(1) Initial Distribution (Copies 647)	—	1	34
(2) Supplemental Distribution (Copies 368)	—	23	3788
c. Notices			
(1) Initial Distribution (Copies 28182)	—	15	114
(2) Supplemental Distribution (Copies 208)	—	83	1489
d. Other			
(1) Initial Distribution (Copies 1516)	—	2	10
(2) Supplemental Distribution (Copies 98)	—	4	374

\* The totals in the "TO DATE" column will revert to 0 at the end of each fiscal year and, starting with July 1952, will always reflect cumulative totals for the fiscal year of the report.

\*\* The July through September total of information reports received is included in the total of Intelligence Reports received.

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MONTHLY REPORT-RECORDS CENTER  
JANUARY 1953

	<u>THIS MONTH</u>	<u>TO DATE*</u>
1. Records Storage (all figures in cubic feet)		
(a) Received	32.2	792.2
(b) Destroyed	4	36
(c) Storage Space: (Total)	6400	—
Records	2592	—
Dest. Material	3167	—
Committed	641	—
Available	0	—
2. Records Reference		
(a) Service Requests	137	788
(b) Items on Requests	846	6559
3. Inter-Agency Reference Service		
(a) Requests	4	14

\* The totals in the "To Date" column will revert to 0 at the end of each fiscal year and after June 1952, will always reflect the cumulative totals for the fiscal year of the report.

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MICROFILM PROJECTS  
JANUARY 1953

	This Month	To Date
1. <u>Projects Pending</u>		
a. Entire Records Group	5	
b. Record Group Accretions	2	
2. <u>Projects in Process and Completed</u>		
a. Entire Records Groups		
(1) In Process	1	
(2) Completed	4	3.4
b. Record Group Accretions		
(1) In Process	2	
(2) Completed	0	2.4
c. Images Filmed (Total)	83,094	977,541
(1) Rotary Camera	68,232	623,072
(2) Flatbed Camera	14,862	353,575
d. Reels (100 ft.)		
(1) In Process	28	
(2) To be Reviewed	0	
(3) Reviewed	85	821

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